

U.S. District Court, Western District of Wisconsin, Madison  
CHIEF DEPUTY CLERK

**Salary/Target Grade:** 95,136-123,682 (JSP 15), depending on qualifications and experience.

**Location:** Madison, Wisconsin

The Clerk's Office of the United States District Court for the Western District of Wisconsin is seeking applications for the position of Chief Deputy Clerk (Type II).

The Chief Deputy Clerk is an executive position reporting directly to the Clerk of Court and functions as the general office manager. The Chief Deputy shares the responsibility for the supervision and management of daily operations, including case processing, financial operations, budget, jury operations, statistical reporting, human resources, records maintenance, security, property management, and procurement. The person selected for this position will have substantial responsibility in the information technology area. The Chief Deputy assists the Clerk not only in the supervision of the office but in planning, developing, implementing, and refining office policies, procedures, and programs to enhance the productivity of the total organization. In addition, the Chief Deputy Clerk acts for the Clerk in the absence of the Clerk.

Responsibilities include but are not limited to:

- Consults with, and makes recommendations to, the Clerk of Court and work groups regarding court policies, procedures, and staffing decisions, as well as operational issues affecting the court.
- Assigns, coordinates, and establishes performance expectations, training, and evaluation process; functions as a coach to a variety of work groups.
- Assists with the implementation and transition to a variety of automated systems for jury, case management, and finance.
- Makes recommendations for development of software applications and reports for case processing and financial operations.
- Installs and monitors procedures for assuring adherence to internal controls.
- Develops, maintains, and documents procedures for finance and case processing.
- Advises attorneys on procedural matters related to filings.
- Assures compliance with appropriate policies and procedures as well as operations within budgetary constraints.
- Responsible for development of training manuals for subordinate supervisors and staff.
- Performs other duties as assigned.

The successful candidates will possess the following:

- Bachelors degree from an accredited college or university is preferred.
- Minimum of 6 years of experience including 3 years of substantial management experience simultaneously managing multiple functional areas in a court environment (information technology, docketing, intake, financial, jury administration, procurement);
- Strong interest and demonstrated experience in implementation and management of new technology and automated functions.
- Exceptional leadership skills and proven problem solver; provides innovative solutions to workplace problems and employee relations issues.
- In-depth working knowledge of the processes of the court system; excellent critical thinking and project management skills.
- Working knowledge of FAS4T, JMS, and CM/ECF is a plus.

The chief deputy is eligible for federal benefits including health insurance, life insurance, retirement benefits, flexible spending plans, generous paid vacation and holiday benefits. The position is subject to mandatory electronic direct deposit of salary payment.

Proof of U.S. citizenship required. Criminal records and credit check will be completed on all candidates. All judicial employees must adhere to judicial conference regulations and code of conduct.

Candidates should submit a letter of application, current resume and at least 3 professional references to:

Human Resources  
Office of the Clerk of Court  
United States District Court  
120 N. Henry Street, Suite 320  
Madison, WI 53703  
email: [hr@wiwd.uscourts.gov](mailto:hr@wiwd.uscourts.gov)

Deadline for application is May 7, 2004.

The U.S. District Court is an Equal Opportunity Employer.